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14 November 1955

MEMORANDUM FOR: Chief, Finance Division

THROUGH : Comptroller

SUBJECT : Establishing Imprest Fund (Special)

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1. In accordance with the provisions of R-30-420, dated 26 March 1955, it is requested that an Imprest Fund, not to exceed \$10,000.00, be established under the jurisdiction and responsibility of the Base Commander at a field location, but in favor of subject official to further the activities of Project AQUATONE.

2. The funds will be drawn originally in the amount of \$5,000.00 and this amount, as well as any increase, which we expect will be necessary as the program continues, will be used for the sole purpose of cashing checks (salary, per diem and personal) at an isolated location and will involve only employees appointed by the Agency either as civilians or military personnel assigned to the Project through the organization's 1007th Air Intelligence Service Group.

3. The checks cashed with this fund will not be processed through a bank in the locality for to do so would provide curious individuals a means of, by checking through credit references, associating some or most of the individuals with the organization (many of the employees will be processing checks against a Washington bank). To combat this situation it is planned to requisition cash from the Finance Division, Disbursing Office, at periodic intervals (approximately each month or six weeks) to be used to replace the cash used in cashing the checks. The checks procured with this requisitioned cash will be processed immediately through the Disbursing Officer, Finance Division, with a suitable accounting to revert the cash outstanding to, not to exceed, \$10,000.00.

4. The Project will require monthly accountings showing the true status of this Imprest Fund from the Custodian, which will be examined and attested to locally by two (2) disinterested parties appointed for such purpose by the Base Commander. These accountings may need to be retained in the Project, but the Finance Division will receive an appropriate certification or sub-accounting as stated in paragraph 3 above.

5. The subject official is the Deputy Base Commander and is the designated custodian and his alternate is . Both officials are Agency civilian employees and an appropriate bond will be executed by each as is required when officials are handling Public Funds.

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6. The money will be safeguarded in a metal box, with key lock, inside a three (3) way combination field safe (Army type) which will be used only for the storage of funds. The safe combination will be known only to the Custodian and his alternate, but to make provision for a possible emergency, the combination will be placed in a sealed envelope and turned over to the Base Commander for his retention in a secure and suitable place. This seems reasonably secure when consideration is given to the facts that: (a) the location is quite isolated, and (b) the entire location is patrolled by armed guards 24 hours each day including Saturdays, Sundays and holidays.

15/
RICHARD M. BISSELL, JR.
Project Director

APPROVED:

[Redacted Signature Box]

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CONCURRED:

[Redacted Signature Box]

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Distribution:

- 1 & 2 - Addressee
- 3 - Comptroller
- 4 - Mr. Bissell
- 5 - [Redacted]
- 6 - Imprest Fund
- 7 - Site
- 8 - Chrono
- 9 - Reading

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